

कार्यालय प्रमुख अभियन्ता एवं विभागाध्यक्ष, लोक निर्माण विभाग  
"व्यवस्थापन 'घ' वर्ग" उत्तराखण्ड देहरादून



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पत्रांक: 882 / 6 व्यघ-सामान्य / 17  
सेवा में,

दिनांक:- 19 / 11 / 2020

समस्त मुख्य अभियन्ता (क्षेत्रीय कार्यालय / राष्ट्रीय राजमार्ग /  
ए0डी0बी0 / पी0एम0जी0एस0वाई0 / वर्ल्ड बैंक, लोक निर्माण विभाग,  
उत्तराखण्ड।

विषय :-

लोक निर्माण विभाग के अन्तर्गत विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं विभागाध्यक्ष कार्यालय में तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (वि0/याँ0), कनिष्ठ अभियन्ता /अपर सहायक अभियन्ता (प्राविधिक) की वार्षिक गोपनीय आख्या लिखे जाने हेतु प्रपत्रों को संशोधित किये जाने के सम्बन्ध में।

महोदय,

कृपया उपरोक्त विषयक शासकीय पत्र संख्या- 1364 / III (1) / 20-09(106) / सा0 / 2013 दिनांक 10.11.2020 द्वारा लोक निर्माण विभाग के अन्तर्गत विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं विभागाध्यक्ष कार्यालय में तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (वि0/याँ0), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (प्राविधिक) की वार्षिक गोपनीय प्रविष्टि का आंकलन किये जाने हेतु अनुमोदित नया संशोधित Performance based प्रपत्र संलग्न कर प्रेषित करते हुए भविष्य में उपर्युक्त संशोधित प्रपत्र के आधार पर वार्षिक गोपनीय आख्या समयान्तर्गत तैयार किये जाने हेतु निर्देशित किया गया है।

अतः शासकीय पत्र संख्या- 1364 / III (1) / 20-09(106) / सा0 / 2013 दिनांक 10.11.2020 द्वारा लोक निर्माण विभाग के अन्तर्गत विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं विभागाध्यक्ष कार्यालय में तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (वि0/याँ0), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (प्राविधिक) की वार्षिक गोपनीय प्रविष्टि का आंकलन किये जाने हेतु अनुमोदित नया संशोधित Performance based प्रपत्र संलग्न कर इस निर्देश के साथ प्रेषित किया जा रहा है कि भविष्य में उपर्युक्त संशोधित प्रपत्र के आधार पर वार्षिक गोपनीय आख्या समयान्तर्गत तैयार किये जाने हेतु अनुपालन सुनिश्चित करवाते हुए उक्त की प्रति अपने स्तर से सम्बन्धित/ अधीनस्थ कार्यालयों को परिचालित करा दें।

संलग्न:- यथोपरि।

(अशोक कुमार) 19/11/2020

मुख्य अभियन्ता (अधिष्ठान)

प्रतिलिपि:-निम्नलिखित को उपरोक्तानुसार सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. सचिव, लोक निर्माण विभाग, उत्तराखण्ड शासन, देहरादून को शासकीय पत्र संख्या- 1364 / III (1) / 20-09(106) / सा0 / 2013 दिनांक 10.11.2020 के क्रम में सादर सूचनार्थ।
2. समस्त अधीक्षण अभियन्ता, उत्तराखण्ड, लोक निर्माण विभाग, .....।
3. समस्त अधिशासी अभियन्ता, उत्तराखण्ड, लोक निर्माण विभाग, .....।
4. अधिशासी अभियन्ता, आई0टी0 सैल, विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून को उक्तानुसार अनुपालन सुनिश्चित करते हुए शासकीय पत्र दिनांक 10.11.2020 एवं उसके साथ संलग्न वार्षिक गोपनीय प्रविष्टि हेतु संशोधित Performance based प्रपत्र को विभागीय वेबसाईट में भी अपलोड किये जाने हेतु प्रेषित।
5. अधिशासी अभियन्ता, प्राविधिक/क्वालिटी कंट्रोल, विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग, देहरादून।
6. वरिष्ठ वैयक्तिक सहायक, (प्रमुख अभियन्ता एवं विभागाध्यक्ष) विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग, देहरादून।
7. वरिष्ठ वैयक्तिक सहायक, (मुख्य अभियन्ता-मुख्यालय) विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग, देहरादून।

मुख्य अभियन्ता (अधिष्ठान)




पत्रांक: 882 /6 व्यघ-सामान्य/17  
सेवा में,

दिनांक:- 19/11/2020

समस्त मुख्य अभियन्ता (क्षेत्रीय कार्यालय/ राष्ट्रीय राजमार्ग/  
ए0डी0बी0/पी0एम0जी0एस0वाई0/ वर्ल्ड बैंक, लोक निर्माण विभाग,  
उत्तराखण्ड।

विषय :- लोक निर्माण विभाग के अन्तर्गत विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं  
विभागाध्यक्ष कार्यालय में तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ  
अभियन्ता/अपर सहायक अभियन्ता (वि0/याँ0), कनिष्ठ अभियन्ता /अपर सहायक अभियन्ता  
(प्राविधिक) की वार्षिक गोपनीय आख्या लिखे जाने हेतु प्रपत्रों को संशोधित किये जाने के सम्बन्ध  
में।

महोदय,

कृपया उपरोक्त विषयक शासकीय पत्र संख्या- 1364/III (1)/20-09(106)/सा0/2013  
दिनांक 10.11.2020 द्वारा लोक निर्माण विभाग के अन्तर्गत विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं  
विभागाध्यक्ष कार्यालय में तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ अभियन्ता/ अपर  
सहायक अभियन्ता (वि0/याँ0), कनिष्ठ अभियन्ता/ अपर सहायक अभियन्ता (प्राविधिक) की वार्षिक गोपनीय प्रविष्टि  
का आंकलन किये जाने हेतु अनुमोदित नया संशोधित Performance based प्रपत्र संलग्न कर प्रेषित करते  
हुए भविष्य में उपर्युक्त संशोधित प्रपत्र के आधार पर वार्षिक गोपनीय आख्या समयान्तर्गत तैयार किये जाने हेतु  
निर्देशित किया गया है।

अतः शासकीय पत्र संख्या- 1364/III (1)/20-09(106)/सा0/2013 दिनांक 10.11.2020 द्वारा  
लोक निर्माण विभाग के अन्तर्गत विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं विभागाध्यक्ष कार्यालय में  
तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता  
(वि0/याँ0), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (प्राविधिक) की वार्षिक गोपनीय प्रविष्टि का आंकलन किये  
जाने हेतु अनुमोदित नया संशोधित Performance based प्रपत्र संलग्न कर इस निर्देश के साथ प्रेषित किया  
जा रहा है कि भविष्य में उपर्युक्त संशोधित प्रपत्र के आधार पर वार्षिक गोपनीय आख्या समयान्तर्गत तैयार किये  
जाने हेतु अनुपालन सुनिश्चित करवाते हुए उक्त की प्रति अपने स्तर से सम्बन्धित/ अधीनस्थ कार्यालयों को  
परिचालित करा दें।

संलग्न:- यथोपरि।

(अशोक कुमार)

मुख्य अभियन्ता (अधिष्ठाण)

प्रतिलिपि:-निम्नलिखित को उपरोक्तानुसार सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. सचिव, लोक निर्माण विभाग, उत्तराखण्ड शासन, देहरादून को शासकीय पत्र संख्या- 1364/III (1)/20-09(106)/सा0/2013 दिनांक 10.11.2020 के क्रम में सादर सूचनार्थ।
2. समस्त अधीक्षण अभियन्ता, उत्तराखण्ड, लोक निर्माण विभाग, .....।
3. समस्त अधिशासी अभियन्ता, उत्तराखण्ड, लोक निर्माण विभाग, .....।
4. अधिशासी अभियन्ता, आई0टी0 सैल, विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून को उक्तानुसार अनुपालन सुनिश्चित करते हुए शासकीय पत्र दिनांक 10.11.2020 एवं उसके साथ संलग्न वार्षिक गोपनीय प्रविष्टि हेतु संशोधित Performance based प्रपत्र को विभागीय वेबसाईट में भी अपलोड किये जाने हेतु प्रेषित।
5. अधिशासी अभियन्ता, प्राविधिक/कवालिटी कन्ट्रोल, विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग, देहरादून।
6. वरिष्ठ वैयक्तिक सहायक, (प्रमुख अभियन्ता एवं विभागाध्यक्ष) विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग, देहरादून।
7. वरिष्ठ वैयक्तिक सहायक, (मुख्य अभियन्ता-मुख्यालय) विभागाध्यक्ष कार्यालय, लोक निर्माण विभाग, देहरादून।

मुख्य अभियन्ता (अधिष्ठाण)

18/11/2020



C.E (Gst) / SPA प्रेषक:

आर0के0 सुधांशु,  
सचिव,  
उत्तराखण्ड शासन।

सेवामें,

प्रमुख अभियन्ता,  
लोक निर्माण विभाग,  
उत्तराखण्ड, देहरादून।

लोक निर्माण अनुभाग-1

देहरादून, दिनांक: 10 नवम्बर, 2020

विषय:-लोक निर्माण विभाग के अन्तर्गत लोक निर्माण विभाग के अन्तर्गत विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं विभागाध्यक्ष कार्यालय में तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (वि0/यॉ0), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (प्रा0) की वार्षिक गोपनीय आख्या लिखे जाने हेतु प्रपत्रों को संशोधित किये जाने के सम्बन्ध में।

महोदय,

कृपया उपरोक्त विषयक अपने पत्र संख्या-531/6 व्यघ-सामान्य/17 दिनांक 21.08.2020 एवं पत्र संख्या-727/6 व्यघ-सामान्य/17 दिनांक 21.09.2020 का सन्दर्भ ग्रहण करने का कष्ट करें, जिसके माध्यम से लोक निर्माण विभाग के अन्तर्गत विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं विभागाध्यक्ष कार्यालय में तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (वि0/यॉ0), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (प्रा0) की वार्षिक गोपनीय प्रविष्टि अंकन हेतु प्रपत्रों को संशोधित किये जाने सम्बन्धी प्रस्ताव उपलब्ध कराया गया है।

2- अतः इस सम्बन्ध में मुझे यह कहने का निदेश हुआ है कि विभिन्न खण्डों, वृत्तीय कार्यालयों, क्षेत्रीय कार्यालयों एवं विभागाध्यक्ष कार्यालय में तैनात कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (सिविल), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (वि0/यॉ0), कनिष्ठ अभियन्ता/अपर सहायक अभियन्ता (प्रा0) के वार्षिक गोपनीय प्रविष्टि का आंकलन किये जाने हेतु शासन द्वारा अनुमोदित नया संशोधित Performance Based प्रपत्र इस आशय से संलग्न कर प्रेषित किया जा रहा है कि भविष्य में उपर्युक्त संशोधित प्रपत्र के आधार पर उपरोक्त उल्लिखित अधिकारियों की वार्षिक गोपनीय आख्या समयान्तर्गत तैयार की जाय और तदनुसार प्रपत्र को सभी कार्यालयों में परिचालित कर दिया जाय।

संलग्न यथोक्त।

भवदीय,

(आर0के0 सुधांशु)  
सचिव।

संख्या: / 111(1) / 20-09(106) / सा0 / 2013, तददिनांक।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. समस्त मुख्य अभियन्ता स्तर-1 एवं मुख्य अभियन्ता स्तर-2, लो0नि0वि, उत्तराखण्ड।
2. समस्त अधीक्षण अभियन्ता (सिविल), लोक निर्माण विभाग, उत्तराखण्ड।
3. समस्त अधिशासी अभियन्ता।

(आर0के0 सुधांशु)  
सचिव।



**PUBLIC WORKS DEPARTMENT, UTTARAKHAND**  
**PERFORMANCE APPRAISAL REPORT FOR JUNIOR ENGINEER /**  
**ADDITIONAL ASSISTANT ENGINEER (CIVIL)**

Name of the Official Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
  - 1.1 Place of Posting.....
  - 1.2 Circle.....
  - 1.3 Zone.....
2. Date of Birth.....
3. Educational Qualification:
  - 3.1 At the time of joining in the department.....
  - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Official	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honours during the period of appraisal from the department

S.No.	Type of Appreciation/Honours	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
8.4			
8.5			

9. Date of Filing Property Return for the Calendar Year

.....



## Part-II (Self-Appraisal)

### 1. Assessment of Performance Civil Works

S. No.	Parameter	Target	Target Achieved
	1	2	3
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	km	km
2	WBM/WMM	km	km
3	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	km	km
4	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	km	km
5	Major Bridges/ Cross Drainage Structures (open to traffic)	No.	No.
6	Villages Connected	No.	No.
7	Submission of final bill to Assistant Engineer.	No.	No.
8	Routine Road Maintenance and Renewal	km	km
9	Annual Inspection of Bridges more than 6m and up to 15 m span	No.	No.

### 2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

### 3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)



**4. Details of Detailed Project Report (DPR) submitted for Technical Sanction (T.S.) to Assistant Engineer.**

S.No.	No of DPR to be submitted to Assistant Engineer for Technical Sanction	No of DPR submitted to Assistant Engineer for Technical Sanction	No of DPR not submitted to Assistant Engineer for Technical Sanction and the specific reasons thereof
1	2	3	4

**Note:** If the official does not submit the DPR to Assistant Engineer as directed by Executive Engineer, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.

**5. Preparation of Proposal of Alignment of Road and site selection of Bridge and submitted for sanction to Assistant Engineer.**

S.No.	Particular	No of Proposal of Alignment of Road and site selection of Bridge to be submitted to Assistant Engineer for sanction	No of Proposal of Alignment of Road and site selection of Bridge submitted to Assistant Engineer for sanction	No of Proposal of Alignment of Road and site selection of Bridge not submitted to Assistant Engineer for sanction and the specific reasons thereof
1	2	3	4	5
1	Alignment of Road			
2	Site Selection of Bridge			

**Note:** If the official does not submit the Alignment and site Selection of Bridge to Assistant Engineer as directed by Executive Engineer, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.

**6. Quality Assurance Compliance of different Works in progress during current financial year**

S.No.	No of works in progress	No. of Works checked Physically & Qualitatively by the Higher official	Report of Official who Checked Quality (Whether satisfactory / Required Improvement / Unsatisfactory (No. of Works))			Compliance made (No. of Works)	
			Satisfactory	R.I	Unsatisfactory	R.I	Unsatisfactory
1	2	3	4	5	6	7	8

**Note:** - If the official does not make compliance in respect of Quality Report of the work, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.



7. Submission of RMR / T&P Account/ Final Bill

(I) RMR

S.No.	Total No. of RMR Account	Number of RMR Account Submitted to Assistant Engineer	Number of RMR Account Adjusted by Division Office	Number of Pending RMR Account in the Jurisdiction of the Junior Engineer
1	2	3	4	5

(II) T&P Account

S.No.	Total No. of T&P Account	Number of T&P Account Submitted to Assistant Engineer	Number of T&P Account Adjusted by Division Office	Number of Pending T&P Account in the Jurisdiction of the Junior Engineer
1	2	3	4	5

(III) Final Bill

S.No.	Total No. of Completed Works	Number of Final Bill Submitted to Assistant Engineer	Number of Pending Final Bill in the Jurisdiction of the Junior Engineer
1	2	3	4

Note :- If the official does not submit the Account of RMR / T&P / Final Bills of Works under his Jurisdiction to Assistant Engineer as per direction of Executive Engineer upto 03 marks for RMR, 02 marks for T&P Account and 05 marks for Final Bills will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.

8. Training Program

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				
3				

Note- If the official does not attend the training program as assigned to him /her, upto 05 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.

9. Preparing and Uploading of Forest land transfer cases

S.No.	No. of forest land transfer proposal pending in the division	No. of forest land transfer proposal prepared	No. of forest proposal uploaded	Reasons of not preparing/uploading forest land transfer proposal
1	2	3	4	5
1				
2				
3				

Note- If the official does not prepare and upload the forest land transfer proposal in time, upto 05 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.



10. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per **Annexure A**. Maximum 4 modules.)

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on part -1 (Basic information) and part-II (self appraisal)

Date:

Signature of official reported upon \_\_\_\_\_



### Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the official reported upon.

3. Has the official reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.



**4 (A). Assessment of work** (Maximum Marks for this Section will be 80)

**Civil Works**

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	New Construction (Hill Side Cutting/ Earth Work) complete and open to traffic	10				
2	WBM/WMM	10				
3	Bituminous Work over WBM/WMM surface (PC, P1&P2, BM& SDBC)	10				
4	Reconstruction and Improvement of Existing Roads (geometric improvement, pavement strengthening)	10				
5	Major Bridges/ Cross Drainage Structures (open to traffic)	10				
6	Villages Connected	05				
7	Finalization of Contract Agreement by submission of final bill to Assistant Engineer.	10				
8	Routine Road Maintenance and Renewal	10				
9	Annual Inspection of Bridges more than 6m and up to 15 m span	05				
	<b>Total</b>	<b>80</b>				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80

e.g; - if there is no target for "WBM/ WMM" and the marks obtained by the reported official is 54/70 then it will be fixed as  $54/70 \times 80 = 61.7$ .

**4 (B). Assessment of Personal Attributes** (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
	<b>Total</b>	<b>20</b>				



## 4 (C)

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	No. of DPR submitted to Assistant Engineer.	05				

**Note:** If the official does not submit the DPR to Assistant Engineer as directed by Executive Engineer, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.

## 4 (D)

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Alignment of Road/ Site selection of Bridge	05				

**Note:** If the official does not submit the Alignment and site Selection of Bridge to Assistant Engineer as directed by Executive Engineer, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.

## 4 (E)

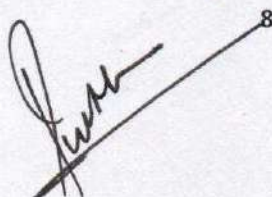
S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Quality Assurance compliance of different Works in progress during current financial year.	10				

**Note:-** If the official does not Check the work before payment in regular way, upto 10 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.

## 4 (F)

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of RMR Account to Assistant Engineer office.	03				
2	Submission of T&P Account to Assistant Engineer office.	02				
3	Submission of Final Bills to Assistant Engineer office.	05				

**Note :-** If the official does not submit the reply of RMR / T&P Account Final Bill of Works under his Jurisdiction to Assistant Engineer as per direction of Executive Engineer up to 03 marks for RMR, 02 marks for T&P Account and 05 marks for Final Bills will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.






**4 (G)**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of training report and certificate for successful completion of training	05				

**Note:-** If the official does not submit the training report and certificate to Executive Engineer, upto 05 marks will be deducted as given on Part-II (Self-Appraisal). except under exceptional substances. This deduction will be decided at Assistant Engineer level.

**4 (H).**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Preparation and uploading of forest land transfer proposal	05				

**Note:-** If the official does not prepare and upload the forest land transfer proposal in time, upto 05 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer level.

**5. Summary of Marks awarded****Reference Table for Grading**

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	<b>Deduction :-</b>					
3	Submission of DPR to AE for T.S	upto (-) 05				
4	Submission of Proposal of Alignment of Road/ site selection of Bridge	upto (-) 05				
5	Quality Assurance Compliance of works in progress	upto (-) 10				
6	Submission of Account of RMR / T&P / Final Bills to AE Office.	upto (-) 10				
7	Submission of Training report & certificate for successful completion of training	upto (-) 05				
8	Preparation and uploading of forest land transfer proposal	upto (-) 05				
	<b>Total</b>					



6. **Integrity Certificate:**

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

**Date:**

**Signature of the Reporting Authority**\_\_\_\_\_

**Designation**\_\_\_\_\_





#### Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf of a book. The paper has a slightly textured appearance with some minor discoloration and creases, characteristic of old paper. A small, dark speck is visible near the bottom center of the page. The page is framed by a dark border, possibly the edge of the book or the scanner bed.

### Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks

Date:

Signature of the Accepting Authority\_\_\_\_\_



## Annexure A: Training Topics

S. No.	Training Topics
<b>Technical Topics</b>	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Code Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment's and Latest Construction Technologies
24	Any Other.....
<b>Leadership Topics</b>	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
<b>Managerial Topics</b>	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
<b>Behavioral Topics</b>	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
<b>Legal Topics</b>	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
<b>Information Technology Topics</b>	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)



**PUBLIC WORKS DEPARTMENT, UTTARAKHAND**  
**PERFORMANCE APPRAISAL REPORT FOR JUNIOR ENGINEER/**  
**ADDITIONAL ASSISTANT ENGINEER (TECHNICAL)**  
**(Posted at PWD Head office / Zonal office/ Circle/ Division office)**

Name of the Official Reported Upon	
Designation	
Period of Appraisal	

**PART-1 (Basic Information)**

1. During the Appraisal Period-
  - 1.1 Place of Posting.....
  - 1.2 Circle.....
  - 1.3 Zone.....
2. Date of Birth.....
3. Educational Qualification:
  - 3.1 At the time of joining in the department.....
  - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Official	Name *	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honours during the period of appraisal from the department

S.No.	Type of Appreciation/Honours	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
8.4			
8.5			

9. Date of Filing Property Return for the Calendar Year

.....



## Part-II (Self-Appraisal)

### 1. Assessment of Performance Assigned Works

#### Junior Engineer/ Additional Assistant Engineer (Technical) (Engineer-in-Chief office)

S. No.	Parameter 1	Status of Progress 2
1	To prepare and put up progress report of works (M.I.S) under various schemes to EE / SE/ CE/ E-in-C	
2	To prepare report / information for various meetings called by higher officers & put up to EE / SE/ CE/ E-in-C	
3	Checking and preparing of proposal for renewal on roads for next financial year upto 1 <sup>st</sup> December of current year and put up to EE /SE/ CE/ E-in-C	
4	Checking of Estimates for SRMD / SDRF of current financial year, Estimate for Road Safety and Annual Repair and put up to EE / SE/ CE/ E-in-C	
5	To Check and verify D to I and मार्ग परिलेख and to prepare compiled report at E-in-C office Level.	
6	To Compile Patch Repair work plan and submit to EE / SE/ CE/ E-in-C	
7	Checking and compilation of Spill over of various schemes and submit to EE / SE/ CE/ E-in-C	
8	To prepare Village Connectivity Report and submit to EE /SE/CE/ E-in-C	

#### Junior Engineer /Additional Assistant Engineer (Technical) (Zonal Chief Engineer office)

S. No.	Parameter 1	Status of Progress 2
1	To prepare and put up progress report of works (M.I.S) under various schemes to AE/ EE/ CE.	
2	To prepare report /information for various meetings called by higher officers & put up to AE/ EE/ CE.	
3	Checking and preparing of proposal for renewal on roads for next financial year upto 25 <sup>th</sup> November of current year and put up to AE/ EE/ CE.	
4	Checking of Estimates for SRMD / SDRF of current financial year, Estimate for Road Safety and Annual Repair and put up to AE/ EE/ CE.	
5	To check and put up reimbursement claims / PCR of works funded by NABARD to AE/ EE/ CE.	
6	To prepare Patch Repair Report and submit to AE/ EE/ CE.	
7	Checking of Estimates (P.E and D. E) and submit to AE/ EE/ CE for A.S / E.S	
8	Checking of Detail Estimates and submitting to AE/ EE/ CE for Technical Sanction.	



**Junior Engineer/Additional Assistant Engineer (Technical) (Superintending Engineer office)**

S. No.	Parameter	Status of Progress
	1	2
1	To prepare and put up progress report of works (M.I.S) under various schemes to AE / SE.	
2	To prepare report/ information for various meetings called by higher officers & put up to AE / SE.	
3	Checking and preparing of proposal for renewal on roads for next financial year upto 20 <sup>th</sup> November of current year and put up to AE / SE.	
4	Checking of Estimates for SRMD / SDRF of current financial year, Estimate for Road Safety and Annual Repair and put up to A.E / SE.	
5	To check and put up reimbursement claims / PCR of work funded by NABARD to AE / SE.	
6	To prepare Patch Repair Report and to submit for AE / SE.	
7	Checking of Estimates (P.E and D. E) and submitting to AE/ EE for A.S / E.S.	
8	Checking and compilation of Spill over of various schemes and Submitting to AE / SE.	
9	Checking of Detail Estimates and submitting to AE/ SE for Technical Sanction.	

**Junior Engineer/Additional Assistant Engineer (Technical) (Division office)**

S. No.	Parameter	Status of Progress
	1	2
1	To prepare and put up progress report of works (M.I.S) under various schemes to Executive Engineer.	
2	To prepare report/ information for various meetings called by higher officers & put up to Executive Engineer.	
3	Checking and preparing of proposal for renewal on roads for next financial year upto 15 <sup>th</sup> November of current year and put up to EE.	
4	To check and put up reimbursement claims / PCR of work funded by NABARD to Executive Engineer.	
5	To Compile Patch Repair Report and submit to EE.	
6	Checking of Estimates (P.E and D. E) and submitted to EE for A.S / E.S.	
7	Checking and compilation of Spill over of various schemes and submitting to E-in-C office/ SE office.	
8	Checking of Detail Estimates and submitting to EE for Technical Sanction.	
9	To prepare D to I and मार्ग परिलेख and submit to EE and to get it checked at E-in-C office	
10	To prepare Various Registers for SE's Inspection of Divisions.	




2. **Exceptionally good works** done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

3. **Difficulties** faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)

4. **Training Program**

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				
3				

Note- If the appraisee does not attend the training program as assigned to him /her, upto 10 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Reporting Officer's Level.





5. **Preparation of D to I (मार्ग परिलेख), Spill Over and (MIS) and submitted to Executive Engineer.**

S.No.	Description	Action Taken
1	2	3
1	Updating and Submission of D to I and मार्ग परिलेख in time to EE / E-in-C	
2	Submission of Spill over and timely submission to EE / SE/ CE/ E-in-C	
3	Submission of MIS and timely submission to EE / SE/ CE/ E-in-C	

**Note:** If the official does not submit the D to I and मार्ग परिलेख, Spill over and MIS in time to higher officer, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Reporting Officer's level.

6. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on part -1 (Basic information) and part-II (self appraisal)

Date:

Signature of appraise reported upon \_\_\_\_\_




### Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the official reported upon.

3. Has the appraisee reported upon met with any significant failures in respect of his work? If yes, Please furnish factual details.





**4 (A). Assessment of work** (Maximum Marks for this Section will be 80)

**Junior Engineer/ Additional Assistant Engineer (Technical) (Engineer-in-Chief office)**

S. No	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	To prepare and put up progress report of works (M.I.S) under various schemes to EE / SE/ CE/ E-in-C	10				
2	To prepare report / information for various meetings called by higher officers & put up to EE / SE/ CE/ E-in-C	10				
3	Checking and preparing of proposal for renewal on roads for next financial year upto 1 <sup>st</sup> December of current year and put up to EE /SE/ CE/ E-in-C	10				
4	Checking of Estimates for SRMD / SDRF of current financial year, Estimate for Road Safety and Annual Repair and put up to EE / SE/ CE/ E-in-C	10				
5	To Check and verify D to I and मार्ग परिलेख and to prepare compiled report at E-in-C office Level.	10				
6	To Compile Patch Repair work plan and submit to EE / SE/ CE/ E-in-C	10				
7	Checking and compilation of Spill over of various schemes and submit to EE / SE/ CE/ E-in-C *	10				
8	To prepare Village Connectivity Report and submit to EE /SE/CE/ E-in-C	10				
<b>Total</b>		<b>80</b>				

**Junior Engineer /Additional Assistant Engineer (Technical) (Zonal Chief Engineer office)**

S. No	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	To prepare and put up progress report of works (M.I.S) under various schemes to AE/ EE/ CE.	10				
2	To prepare report /information for various meetings called by higher officers & put up to AE/ EE/ CE.	10				
3	Checking and preparing of proposal for renewal on roads for next financial year upto 25 <sup>th</sup> November of current year and put up to AE/ EE/ CE.	10				
4	Checking of Estimates for SRMD / SDRF of current financial year, Estimate for Road Safety and Annual Repair and put up to AE/ EE/ CE.	10				
5	To check and put up reimbursement claims / PCR of works funded by NABARD to AE/ EE/ CE.	10				
6	To prepare Patch Repair Report and submit to AE/ EE/ CE.	10				
7	Checking of Estimates (P.E and D. E) and submit to AE/ EE/ CE for A.S / E.S.	10				
8	Checking of Detail Estimates and submitting to AE/ EE/ CE for Technical Sanction.	10				
<b>Total</b>		<b>80</b>				



**Junior Engineer /Additional Assistant Engineer (Technical) (Superintending Engineer office)**

S. No	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	To prepare and put up progress report of works (M.I.S) under various schemes to AE / SE.	10				
2	To prepare report/ information for various meetings called by higher officers & put up to AE / SE.	10				
3	Checking and preparing of proposal for renewal on roads for next financial year upto 20 <sup>th</sup> November of current year and put up to AE / SE.	8				
4	Checking of Estimates for SRMD / SDRF of current financial year, Estimate for Road Safety and Annual Repair and put up to A.E / SE.	8				
5	To check and put up reimbursement claims / PCR of work funded by NABARD to AE / SE.	8				
6	To prepare Patch Repair Report and to submit for AE / SE.	8				
7	Checking of Estimates (P.E and D. E) and submitting to AE/ EE for A.S / E.S.	8				
8	Checking and compilation of Spill over of various schemes and Submitting to AE / SE.	10				
9	Checking of Detail Estimates and submitting to AE/ SE for Technical Sanction.	10				
<b>Total</b>		<b>80</b>				

**Junior Engineer /Additional Assistant Engineer (Technical) (Division office)**

S. No	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	To prepare and put up progress report of works (M.I.S) under various schemes to Executive Engineer.	8				
2	To prepare report/ information for various meetings called by higher officers & put up to Executive Engineer.	8				
3	Checking and preparing of proposal for renewal on roads for next financial year upto 15 <sup>th</sup> November of current year and put up to EE.	8				
4	To check and put up reimbursement claims / PCR of work funded by NABARD to Executive Engineer.	8				
5	To Compile Patch Repair Report and submit to EE.	8				
6	Checking of Estimates (P.E and D. E) and submitted to EE for A.S / E.S.	8				
7	Checking and compilation of Spill over of various schemes and submitting to E-in-C office/ SE office.	8				
8	Checking of Detail Estimates and submitting to EE for Technical Sanction.	8				
9	To prepare D to I and मार्ग परिलेख and submit to EE and to get it checked at E-in-C office	8				
10	To prepare Various Registers for SE's Inspection of Divisions.	8				
<b>Total</b>		<b>80</b>				

**Note:-** If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80

e.g; - If there is no target for "To prepare various Registers for SE's Inspection of Divisions" (08)& marks obtained by the appraise is 54/72 then it will be fixed as  $54/72 \times 80 = 60$ .

\*\*\*\*\*



**4 (B). Assessment of Personal Attributes (Maximum Marks for this Section will be 20)**

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
	<b>Total</b>	<b>20</b>				

**4 (C)**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	4	5	6
1	Submission of report of D to I and (मार्ग परिलेख) to EE or to verify and compile the report in E-in-C office.	10				
2	Checking and Compilation of report of Spill over and submit to EE /SE/ CE/E-in-C	10				
3	Submission of progress report of works (M.I.S) under various schemes to EE / SE/ CE/ E-in-C	10				
4	Submission of Training report & certificate.	10				

**Note :-** If the appraisee does not submit the Reports to EE /SE/ CE/ E-in-C as per direction, up to 40 marks will be deducted by Reporting Officer as given on part II (Self-Appraisal), except under exceptional circumstances.



## 5. Summary of Marks awarded

Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	<b>Deduction :-</b>					
3	Submission of Sectoral Report	upto (-) 30				
4	Submission of Training report & certificate.	upto (-) 10				
	<b>Total</b>					

## 6. Integrity Certificate:

- The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date:

Signature of the Reporting Authority\_\_\_\_\_

Designation\_\_\_\_\_






#### Part-IV (Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

This is a scan of a blank white piece of paper. It features a thin, solid black rectangular border around the perimeter. The central area is entirely white and devoid of any markings, text, or illustrations. There are a few very small, isolated dark pixels visible upon close inspection, which appear to be scanning artifacts or dust particles.

### Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks
-------	-------

Date:

Signature of the Accepting Authority\_\_\_\_\_

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## Annexure A: Training Topics

S. No.	Training Topics
<b>Technical Topics</b>	
1	Geometric Design of Roads
2	Road Safety
3	Survey, Investigation and material testing
4	Pavement Design
5	Concrete Technology
6	Highway Maintenance
7	Bridge Maintenance
8	Bridge Construction
9	Project Management Techniques
10	Contract Administration
11	Construction of Flexible and Rigid Pavement
12	Design and Construction of Hill Roads
13	Quality Assurance and Quality Control
14	Environment Management Plan
15	Construction Management and Supervision
16	Disaster Management
17	Design and Construction of Earthquake Resistant Structures
18	Use of Latest Surveying Instruments and Techniques
19	Traffic Studies and Interpretation of Traffic Data
20	Basic Structural Design and Detail Provisions
21	DPR Preparation
22	Public Private Partnership
23	Construction Equipment's and Latest Construction Technologies
24	Any Other.....
<b>Leadership Topics</b>	
25	Leadership and Mentoring Skills for Nurturing Talent
26	Team Building
<b>Managerial Topics</b>	
27	Public Relations Management
28	Change Management
29	Planning and Budgeting
30	Financial Management/ Taxation and Accounting Principles
31	Departmental Procedures and Manuals
<b>Behavioral Topics</b>	
32	Building Positive Attitude
33	Organizational Behavior
34	Employee Motivation and Morale Development
35	Inter-personal Relationship Skills
36	Inter-personal Communication Skills
<b>Legal Topics</b>	
37	Road Side Land Control Act
38	Forest Act
39	Labor Laws
40	Arbitration and Conciliation
41	Judicial Procedures
<b>Information Technology Topics</b>	
42	MS Office (Excel, Word, PowerPoint, email communication)
43	MS Project
44	e-procurement and e-payment
45	Utility Software PWIMS, FMIS, RAMMS, MIS
46	Specialized Software (please specify)



**PUBLIC WORKS DEPARTMENT, UTTARAKHAND**  
**PERFORMANCE APPRAISAL REPORT FOR JUNIOR ENGINEER (MECHANICAL)**

Name of the Official Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
  - 1.1 Place of Posting.....
  - 1.2 Division .....
  - 1.3 Circle.....
  - 1.4 Zone.....
2. Date of Birth.....
3. Educational Qualification:
  - 3.1 At the time of joining in the department.....
  - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

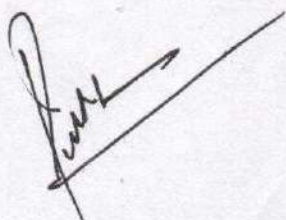
7. Appreciation/Honours during the period of appraisal from the department

S.No.	Type of Appreciation/Honours	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
8.4			
8.5			

9. Date of Filing Property Return for the Calendar Year .....






## Part-II (Self-Appraisal)

### 1. Assessment of Performance

S.No.	Parameters	Target	Achievements
1	Energy Efficiency Checking of Machines and Equipment (Regular Monitoring of machine)		
2	Servicing and Maintenance of Machinery and Vehicles		
3	Submission of Survey reports of Machine / Vehicles / Unserviceable parts for Sanction		
4	Preparation of upto date Abstract of Running Log books		
5	Submission of Profit & Loss Report of Machines		
6	Submission of Stock Account		
7	Special Repair of Machines / Vehicles		
8	Submission of final bill of works		

### 2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

### 3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)



4. **Preparation and Submission of Estimate / Justifications for Technical Sanction**

Estimate / Justifications for T.S. to higher office	
Target (No. of Machines)	Achievement

Note :- If the official does not prepare and submit the estimates to get the technical sanction of all works (Machines / Vehicles) to the Competent Authority in time upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.

5. **Status of Timely Submission of Forms/Reports/ Final Bills**

(i) **Status of Timely Submission of Forms**

S. No.	Parameter	Submitted/ Not Submitted	Timely Submission (Y/N) (Date)
1	Status of Latest Due T&P form 15		
2	Monthly Performance Report of Machines		
3	Status of Abstract of Running Log Book (Machines / Vehicles)		
4	Status of Census Report		
5	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)		

(ii) **Final Bill**

S.No.	Total No. of Completed Works	Number of Final Bill Submitted to Assistant Engineer	Number of Pending Final Bill in the Jurisdiction of the Junior Engineer
1	2	3	4

Note :- If the official does not submit the forms of all Divisions under his/her Jurisdiction to Assistant Engineer (E/M) with in time, upto 01 marks each as per 5 (i) and 05 marks for Final Bills will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

6 (i). **Work Execution**

S.No.	Description	Total Done	Done in his/her presence
1	Servicing of Machines / Vehicles in his/her presence		
2	Special Repair of Machines / Vehicles in his/her presence		
3	Routine Checking of Machines / Vehicles in his/her presence		
4	Vehicles fitness in his/her presence		

Note :- If the official does not get the servicing, special repair, routine checking of machine / vehicle and fitness of vehicle etc. in his/her presence, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.



**6 (ii). Survey Report.**

S.No.	Total No.	Number of Survey Report Submitted to Assistant Engineer	Number of Pending Survey Report in the Jurisdiction of the Junior Engineer
1	2	3	4

Note :- If the official does not submit the Survey Reports of all Divisions under his/her Jurisdiction to Assistant Engineer (E/M) with in time, upto 05 marks for Final Bills will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**7. Training Program.**

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				

Note- If the official does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**8. Profit / Loss of Machine, Vehicles etc.**

S.No.	No. of Machines / Equipment	Total Hire Charges Earned	Hire Charged raised upto	Hire charges received	Expenditure	Profit / Loss
1	2	3	4	5	6	7
1						

Note:- If the official does not submit the Report within time to Assistant Engineer (E/M) and machines are in loss, upto 5 marks will be deducted as given on Part-II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

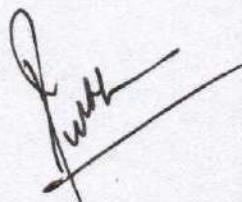
**9. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)**

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic Information) and Part-II (Self Appraisal).

Date : \_\_\_\_\_

Signature of official reported upon \_\_\_\_\_






### Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the official reported upon.

3. Has the official reported upon met with any significant failures in respect of his/her work? If yes, Please furnish factual details.



**4 (A). Assessment of work** (Maximum Marks for this Section will be 80)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Energy Efficiency Checking of Machines and Equipment (Regular Monitoring of machine)	10				
2	Servicing and Maintenance of Machinery and Vehicles	10				
3	Submission of Survey reports of Machine / Vehicles / Unserviceable parts for Sanction	10				
4	Preparation of upto date Abstract of Running Log books	10				
5	Submission of Profit & Loss Report of Machines	10				
6	Submission of Stock Account	10				
7	Special Repair of Machines / Vehicles	10				
8	Submission of final bill of works	10				
	<b>Total</b>	<b>80</b>				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80

e.g; - if there is no target for "Survey Report" and the marks obtained by the reported officer is 54/70 then it will be fixed as  $54/70 \times 80 = 61.7$ .

**4 (B). Assessment of Personal Attributes** (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
	<b>Total</b>	<b>20</b>				



**4(C). Preparation and Submission of Estimate / Justifications for Technical Sanction**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Preparation and Submission of Estimates / Justifications for Technical Sanction	10				

**Note :-** If the official does not submit the estimates to get the technical sanction of all the Mechanical work from the Competent Authority, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.

**4 (D). Submission of Forms/Reports/Final Bill**

S. No.	Details of timely submission of Forms / Reports / Final Bill to higher officer	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Status of Latest Due T&P form 15	1				
2	Monthly Performance Report of Machines.	1				
3	Status of Abstract of Running Log Book (Machines / Vehicles)	1				
4	Status of Census Report	1				
5	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)	1				
6	Submission of Final Bill of works	5				
	<b>Total</b>	<b>10</b>				

**Note :-** If the official does not submit the Forms, Reports & Final Bill within prescribed time to Assistant Engineer (E/M), upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**4(E). Work Execution**

S. No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	Servicing of Machines / Vehicles in his presence	2				
2	Special Repair of Machines / Vehicles in his presence	1				
3	Routine Checking of Machines / Vehicles in his presence	1				
4	Vehicles fitness in his presence	1				
5	Survey Report of Machines / Vehicles / Unserviceable parts submitted for sanction	5				

**Note :-** If the official does not get the servicing, special repair, routine checking of machine / vehicle and fitness of vehicle etc. in his/her presence and not get the survey report of machines and unserviceable parts upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.



#### 4 (F). Training

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of Training report & certificate for successful completion of training.	5				

**Note-** If the official does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

#### 4(G). Profit & Loss of Machines /Vehicles

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Details of submission of Profit / Loss of Machine, Vehicle etc. to Assistant Engineer within prescribed time.	5				

**Note:-** If the official does not submit the Report within time to Assistant Engineer (E/M) and machines are in loss, upto 5 marks will be deducted as given on Part-II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

#### 5. Summary of Marks awarded

##### Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	<b>Deduction :-</b>					
3	Preparation and Submission of Estimate / Justifications for Technical Sanction	upto (-) 10				
4	Timely submission of Forms / Reports / Final Bill to higher officer	upto (-) 10				
5	Work Execution	upto (-) 10				
6	Submission of Training report & certificate for successful completion of training	upto (-) 5				
7	Profit & Loss of Machines / Vehicles	upto (-) 5				
<b>Total</b>						



6. **Integrity Certificate:**

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date: \_\_\_\_\_

Signature of the Reporting Authority\_\_\_\_\_

Designation\_\_\_\_\_



#### Part-IV(Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

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### Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade& Marks (On a score of 1-100)

Grade	Marks

Date: \_\_\_\_\_

Signature of the Accepting Authority \_\_\_\_\_

*[Handwritten signature]*

3



**Annexure A: Training Topics**

<b>S.No.</b>	<b>Training Topics</b>
<b>Technical Topics</b>	
1	Electrical Design of Multi Storied Buildings
2	Road Construction Equipment Technology
3	Heavy Earth movers and their maintenance
4	Energy Efficient Buildings
5	Fire Detection / Fire Hydrant for Buildings
6	Security Aspects of Buildings
7	Building Air Conditioning Automation
<b>Managerial Topics</b>	
8	Public Relations Management
9	Change Management
10	Planning and Budget Management
11	Departmental Procedures and Manuals
<b>Behavioral Topics</b>	
12	Building Positive Attitude
13	Organizational Behavior
14	Employee Motivation and Morale Development
15	Inter- Personal Relationship Skills
16	Inter- personal Communication Skills
<b>Information Technology Topics</b>	
17	MS office (Excel, Word, Power Point, email communication)
18	MS Project
19	e-procurement and e- payment
20	Utility Software PWIMS, FMIS, RAMMS, MIS





**PUBLIC WORKS DEPARTMENT, UTTARAKHAND**  
**PERFORMANCE APPRAISAL REPORT FOR JUNIOR ENGINEER (ELECTRICAL)**

Name of the Official Reported Upon	
Designation	
Period of Appraisal	

PART-1 (Basic Information)

1. During the Appraisal Period-
  - 1.1 Place of Posting.....
  - 1.2 Division .....
  - 1.3 Circle.....
  - 1.4 Zone.....
2. Date of Birth.....
3. Educational Qualification:
  - 3.1 At the time of joining in the department.....
  - 3.2 Qualification acquired during service in the department.....

4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honors during the period of appraisal from the department

S.No.	Type of Appreciation/Honors	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
8.4			
8.5			

9. Date of Filing Property Return for the Calendar Year .....






## Part-II (Self-Appraisal)

### 1. Assessment of Performance

S.No.	Parameters	Target	Achievements
1	Energy Efficiency Checking of Machines and Equipment (DG Set, Lift, A.C. etc.)		
2	Servicing and Maintenance of Machinery and Equipments (DG Set, Lift, A.C. etc.)		
3	Submission of Survey reports of Machines / Equipments / Unserviceable parts for Sanction		
4	Preparation of upto date Abstract of Running Log books (DG Set, etc.)		
5	Building units electrification / S.I.T.C. works done		
6	Building Units Service Connection made		
7	Hazard Prevention Routine Checking in Building Units		
8	Submission of final bill of works		

### 2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

### 3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)



#### 4. Preparation and Submission of Estimate / Justifications for Technical Sanction

Works Sanctioned	Estimate / Justifications Submitted for T.S. to higher office.	
	Target	Achievement

Note:- If the official does not submit the estimates to get the technical sanction of all works in time to the Competent Authority, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.

#### 5. Status of Timely Submission of Forms/Report/Final Bills

##### (i) Status of Timely Submission of Forms

S. No.	Parameter	Submitted / Not Submitted	Timely Submission (Y/N) (Date)
1	Status of Latest Due T&P form 15		
2	Monthly Progress Report of Electrical Works.		
3	Status of DTR (Daily Transaction Register)		
4	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)		
5	Status of Submission of Inventory of Building / Utilization Completion Certificate / Handover Certificate of Building Electrical Wiring & System.		

##### (ii) Final Bill

S.No.	Total No. of Completed Works	Number of Final Bill Submitted to Assistant Engineer	Number of Pending Final Bill in the Jurisdiction of the Junior Engineer
1	2	3	4
		*	

Note :- If the official does not submit the forms of all Divisions under his/her Jurisdiction to Assistant Engineer (E/M) with in time, upto 01 marks each as per 5 (i) and 05 marks for Final Bills will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

#### 6. Work Execution

Sl.No.	Description	Total Done	Done in his/her presence
1	Servicing of D.G. Set, Lift, A.C. etc. Equipments in his/her presence		
2	Earthing work in the building in his/her presence		
3	Conduiting work in the building in his/her presence		
4	Electric wiring work in the building in his/her presence		
5	Maintenance of different electrical system installed in the building in his/her presence		

Note :- If the official does not get the servicing, earthing, conduiting, wiring & maintenance in his/her presence, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.

#### 7. Training Program.

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				

Note- If the official does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.



8. **Survey Report**

S.No.	Total No.	Number of Survey Report	Number of Pending Survey Report in the Jurisdiction of the Junior Engineer
1	2	3	4

Note- If the officer does not submit the Survey Report within time to Assistant Engineer (E/M) upto 5 marks will be deducted as given on Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

9. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic Information) and Part-II (Self Appraisal).

Date : \_\_\_\_\_

Signature of official reported upon \_\_\_\_\_



### Part-III (Appraisal)

1. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim (if made) of exceptional contribution by the official reported upon.

3. Has the official reported upon met with any significant failures in respect of his/her work? If yes, Please furnish factual details.



**4 (A). Assessment of work** (Maximum Marks for this Section will be 80)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Energy Efficiency Checking of Machines and Equipment (DG Set, Lift, A.C. etc.)	10				
2	Servicing and Maintenance of Machinery and Equipments (DG Set, Lift, A.C. etc.)	10				
3	Submission of Survey reports of Machines / Equipments / Unserviceable parts for Sanction	10				
4	Preparation of upto date Abstract of Running Log books (DG Set, etc.)	10				
5	Building units electrification / S.I.T.C. works done	10				
6	Building Units Service Connection made	10				
7	Hazard Prevention Routine Checking in Building Units	10				
8	Submission of final bill of works	10				
	<b>Total</b>	<b>80</b>				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80

e.g; - if there is no target for "Survey Report" and the marks obtained by the reported officer is 54/70 then it will be fixed as  $54/70 \times 80 = 61.7$ .

**4 (B). Assessment of Personal Attributes** (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
	<b>Total</b>	<b>20</b>				



**4(C). Preparation and Submission of Estimates/Justifications for Technical Sanction**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Preparation and Submission of Estimates / Justifications for Technical Sanction	10				

**Note :-** If the official does not submit the estimates to get the technical sanction of all the works in time to the Competent Authority, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.

**4 (D). Submission of Forms and Reports / Final Bills**

S. No.	Details of timely submission of Forms / Reports to higher officer	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Status of Latest Due T&P form 15	1				
2	Monthly Progress Report of Electrical Works	1				
3	Status of DTR (Daily Transaction Register)	1				
4	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)	1				
5	Status of Submission of Inventory of Building / Utilization Completion Certificate / Handover Certificate of Building Electrical Wiring & System	1				
6	Submission of Final Bill of Works	5				
	<b>Total</b>	<b>10</b>				

**Note :-** If the official does not submit the Forms and Reports/ Final Bills within prescribed time to Assistant Engineer (E/M), upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**4 (E). Submission of Survey Report.**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of Survey reports of Machine / Unserviceable parts for Sanction	5				

**Note:-** If the official does not submit the Survey Report to Assistant Engineer (E/M) in time, upto 5 marks will be deducted as given in Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.



**4(F). Work Execution**

Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
Servicing of D.G. Set, Lift, A.C. etc. Equipments in his/her presence	2				
Earthing work in the building in his/her presence	2				
Conduiting work in the building in his/her presence	2				
Electric wiring work in the building in his/her presence	2				
Maintenance of different electrical system installed in the building in his/her presence	2				

**Note :-** If the official does not get the servicing, earthing, conduiting electrical wiring and maintenance in his/her presence, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.

**4 (G). Training**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of Training report & certificate for successful completion of training.	5				

**Note-** If the official does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**5. Summary of Marks awarded****Reference Table for Grading**

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	<b>Deduction :-</b>					
3	Preparation and Submission of Estimate / Justifications for Technical Sanction	upto (-) 10				
4	Submission of Forms Reports/ Final bill	upto (-) 10				
5	Timely submission of Survey Reports to higher officer	upto (-) 5				
6	Work Execution	upto (-) 10				
7	Submission of Training report & certificate for successful completion of training	upto (-) 5				
	<b>Total</b>					



6. **Integrity Certificate:**

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date: \_\_\_\_\_

Signature of the Reporting Authority \_\_\_\_\_

Designation \_\_\_\_\_





1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

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Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks

Date: \_\_\_\_\_

Signature of the Accepting Authority \_\_\_\_\_



### Annexure A: Training Topics

S.No.	Training Topics
<b>Technical Topics</b>	
1	Electrical Design of Multi Storied Buildings
2	Road Construction Equipment Technology
3	Heavy Earth movers and their maintenance
4	Energy Efficient Buildings
5	Fire Detection / Fire Hydrant for Buildings
6	Security Aspects of Buildings
7	Building Air Conditioning Automation
<b>Managerial Topics</b>	
8	Public Relations Management
9	Change Management
10	Planning and Budget Management
11	Departmental Procedures and Manuals
<b>Behavioral Topics</b>	
12	Building Positive Attitude
13	Organizational Behavior
14	Employee Motivation and Morale Development
15	Inter- Personal Relationship Skills
16	Inter- personal Communication Skills
<b>Information Technology Topics</b>	
17	MS office (Excel, Word, Power Point, email communication)
18	MS Project
19	e-procurement and e- payment
20	Utility Software PWIMS, FMIS, RAMMS, MIS



**PUBLIC WORKS DEPARTMENT, UTTARAKHAND**  
**PERFORMANCE APPRAISAL REPORT FOR ADDITIONAL ASSISTANT ENGINEER (E&M)**

Name of the Officer Reported Upon	
Designation	
Period of Appraisal	

**PART-1 (Basic Information)**

1. During the Appraisal Period-
  - 1.1 Place of Posting.....
  - 1.2 Division .....
  - 1.3 Circle.....
  - 1.4 Zone.....
2. Date of Birth.....
3. Educational Qualification:
  - 3.1 At the time of joining in the department.....
  - 3.2 Qualification acquired during service in the department.....
4. Membership of any professional organization.....

5. Reporting, Reviewing and Accepting Authorities

Officer	Name	Designation	Period
Reporting Authority			
Reviewing Authority			
Accepting Authority			

6. Leave (other than Casual Leave) or period of absence

	Period	Type
On Leave		
Period of Absence		

7. Appreciation/Honours during the period of appraisal from the department

S.No.	Type of Appreciation/Honours	Brief Details
7.1		
7.2		
7.3		

8. Details of Performance Appraisals of subordinates not written for the previous year

S. No.	Name of Sub-Ordinate with Designation	Period	Reason
8.1			
8.2			
8.3			
8.4			
8.5			

9. Date of Filing Property Return for the Calendar Year .....






## Part-II (Self-Appraisal)

### 1. Assessment of Performance

S.No.	Parameters	Target	Achievements
1	Energy Efficiency Checking of Machines and Equipment		
2	Servicing and Maintenance of Machinery and Equipments		
3	Submission of Survey reports of Machine / Equipment / Unserviceable part for Sanction		
4	Preparation of upto date Abstract of Running Log books .		
5	Submission of Stock Account.		
6	Submission of Reports on Special Repair of Machines / Vehicles		
7	Submission of Final bill of works		
8	Building units electrification / S.I.T.C. works done		
9	Building Units Service Connection made		
10	Hazard Prevention Routine Checking in Building Units		

### 2. Exceptionally good works done, if any, apart from routine duties during the period of appraisal (Max. 100 Words)

### 3. Difficulties faced in performing the assigned 'Tasks/Duties' (Max. 100 Words)



#### 4. Preparation and Submission of Estimate / Justifications for Technical Sanction

Works Sanctioned	Estimate / Justifications Submitted for T.S. to higher office.	
	Target	Achievement
Electrical		
Mechanical		

**Note :-** If the officer does not prepare and submit the estimates to get the technical sanction of all the Electrical and Mechanical works, in time, to the Competent Authority, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.

#### 5. Status of Timely Submission of Forms/ Reports/Final Bills

S. No.	Parameter	Submitted/ Not Submitted	Timely Submission (Y/N) (Date)
1	Status of Latest Due T&P form 15		
2	Status of Census Report (E/M & Civil Divisions)		
3	Monthly Performance Report of Machines		
4	Monthly Progress Report of Electrical Works.		
5	Status of Abstract of Running Log Book (Machines / Vehicles)		
6	Status of DTR (Daily Transaction Register)		
7	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)		
8	Submission of Final Bills		

**Note :-** If the officer does not submit the forms and reports/ Final Bills to Assistant Engineer (E/M) with in time, upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

#### 6. Work Execution

S. No.	Description	Total Done	Done in his/her presence
1	Servicing of Machines / Vehicles / Equipments in his/her presence		
2	Earthing work in the building in his/her presence		
3	Conduiting work in the building in his/her presence		
4	Routine Checking of Machines / Vehicles in his/her presence		
5	Vehicles Fitness in his presence		
6	Special Repair of Machines / Vehicles in his/her presence		

**Note :-** If the officer does not get the servicing, repair and fitness of vehicle, earthing and conduiting in his/her presence, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.



**7. Training Program.**

S.No.	Name of Training Program	Nominated Man-Days	Attended Man-Days	Date of Submission of training reports & copy of Certificate given after Successful training
1	2	3	4	5
1				
2				

Note- If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**8(i). Profit / Loss of Machine, Vehicles etc.**

S.No.	No. of Machines / Equipment	Total Hire Charges Earned	Hire Charged raised upto	Hire charges received	Expenditure	Profit / Loss
1	2	3	4	5	6	7
1						

Note- If the officer does not submit the Report within time to Assistant Engineer (E/M) and Machines are in loss, upto 5 marks will be deducted as given on Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**8(ii). Survey Reports**

S.No.	Total No.	Number of Survey Report Submitted to Assistant Engineer	Number of Pending Survey Report in the Jurisdiction of the Additional Assistant Engineer
1	2	3	4

Note :- If the official does not submit the Survey Report to Assistant Engineer (E/M) with in time, upto 05 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

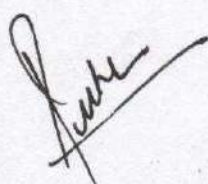
**9. Please indicate specific areas in which you feel the need to upgrade your skills through training programs (Enter training modules as per Annexure A. Maximum 4 modules.)**

S.No.	Training Topic
1	
2	
3	
4	

The aforementioned information is correct. I am completely responsible for the information furnished on Part-I (Basic Information) and Part-II (Self Appraisal).

Date: \_\_\_\_\_

Signature of officer reported upon \_\_\_\_\_






### Part-III (Appraisal)

- S. Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not please furnish factual details.

2. Please comment on the claim(if made) of exceptional contribution by the officer reported upon.

3. Has the officer reported upon met with any significant failures in respect of his/her work? If yes, Please furnish factual details.





**4 (A). Assessment of work** (Maximum Marks for this Section will be 80)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Energy Efficiency Checking of Machines and Equipment	8				
2	Servicing and Maintenance of Machinery and Equipments	8				
3	Submission of Survey reports of Machine / Equipment / Unserviceable part for Sanction	8				
4	Preparation of upto date Abstract of Running Log books .	8				
5	Submission of Stock Account.	8				
6	Submission of Reports on Special Repair of Machines / Vehicles	8				
7	Submission of Final bill of works	8				
8	Building units electrification / S.I.T.C. works done	8				
9	Building Units Service Connection made	8				
10	Hazard Prevention Routine Checking in Building Units	8				
	<b>Total</b>	<b>80</b>				

If there is no target mentioned w.r.t. any of the above items then proportionate marks should be awarded against the total of 80

e.g; - if there is no target for "Survey Report" and the marks obtained by the reported officer is 54/70 then it will be fixed as  $54/70 \times 80 = 61.7$ .

**4 (B). Assessment of Personal Attributes** (Maximum Marks for this Section will be 20)

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Application of Technical Knowledge	2				
2	Knowledge of Rules/Codes/Manual/Procedures	2				
3	Proactiveness	2				
4	Public Relation	2				
5	Interpersonal Skills	2				
6	Cost Consciousness	2				
7	Decision making ability	2				
8	Sense of Responsibility	2				
9	Intelligence and Understanding	2				
10	Management of Subordinate Staff	2				
	<b>Total</b>	<b>20</b>				






**4C. Preparation and Submission of Estimate / Justifications for Technical Sanction**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Preparation and Submission of Estimate / Justifications for Technical Sanction	10				

**Note:-** If the officer does not prepare and submit the estimates to get the technical sanction of all the Electrical and Mechanical works, in time, to the Competent Authority, upto 10 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.

**4 (D). Submission of Forms/Reports/Final Bill.**

S. No.	Details of timely submission of Forms / Reports / Final Bill to higher officer	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Status of Latest Due T&P form 15	1				
2	Status of Census Report (E/M & Civil Divisions)	1				
3	Monthly Performance Report of Machines	1				
4	Monthly Progress Report of Electrical Works.	1				
5	Status of Abstract of Running Log Book (Machines / Vehicles)	1				
6	Status of DTR (Daily Transaction Register)	1				
7	Action taken to clear the Miscellaneous Advance (Details of Adjustment Voucher)	1				
8	Submission of Final Bills	3				
	<b>Total</b>	<b>10</b>				

**Note :-** If the officer does not submit the Forms and Reports/ Final Bills within prescribed time to Assistant Engineer (E/M) upto 10 marks will be deducted as given on part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**4(E). Work Execution**

S.No.	Description	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	Servicing of Machines / Vehicles / Equipments in his / her presence	1				
2	Earthing work in the building in his / her presence	1				
3	Conduiting work in the building in his / her presence	1				
4	Routine Checking of D.G. Set, Lift, A.C., Machines / Vehicles in his / her presence	0.5				
5	Vehicles Fitness in his / her presence	0.5				
6	Special Repair of Machines / Vehicles in his / her presence	1				

**Note :-** If the officer does not get the servicing, repair and fitness of vehicle, earthing and conduiting in his presence, upto 5 marks will be deducted as given on part II (Self-Appraisal). This deduction will be decided at Assistant Engineer (E/M) level.



**4 (F). Training**

S. No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Submission of Training report & certificate for successful completion of training.	5				

**Note-** If the officer does not attend the training program as assigned to him /her, upto 5 marks will be deducted as given on Part II (Self-Appraisal) except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**4(G) (i) Profit / Loss of Machine, Vehicles etc.**

S. No	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6	7
1	Profit/ Loss of Machine, Vehicles, etc.	5				

**4(G) (ii) Submission of Survey Report**

S.No.	Parameter	Max. Deduction	Marks deduction by Reporting Authority	Initial of Reporting Authority	Marks deduction by Reviewing Authority	Initial of Reviewing Authority
1	Submission of Survey Report of Machines / Vehicles and Unserviceable old parts	5				

**Note-** If the officer does not submit the Profit & Loss Report within time to Assistant Engineer (E/M) and Machines are in loss upto 5 marks will be deducted. On delay in submission of Survey report, upto 5 marks and will be deducted as given on Part II (Self-Appraisal), except under exceptional circumstances. This deduction will be decided at Assistant Engineer (E/M) level.

**5. Summary of Marks awarded****Reference Table for Grading**

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

S. No.	Parameter	Max. Marks	Marks awarded by Reporting Authority	Initial of Reporting Authority	Marks awarded by Reviewing Authority	Initial of Reviewing Authority
	1	2	3	3		
1	Assessment of work	80				
2	Assessment of personal attributes	20				
	<b>Deduction :-</b>					
3	Preparation of Estimate / Justifications for Technical Sanction	upto (-) 10				
4	Timely submission of Forms/Reports/Final Bill to higher officer	upto (-) 10				
5	Work Execution	upto (-) 5				
6	Submission of Training report & certificate for successful completion of training	upto (-) 5				
7	(i) Profit & Loss of Machines	upto (-) 5				
	(ii) Submission of Survey report	upto (-) 5				
	<b>Total</b>					



6. **Integrity Certificate:**

- a. The general reputation of Sri/Ms.....for honesty is good and I certify his/her integrity.
- b. The general reputation of Sri/Ms.....for honesty is not good and I withhold his/her integrity on account of the following reasons:

Date: \_\_\_\_\_

Signature of the Reporting Authority \_\_\_\_\_

Designation \_\_\_\_\_







#### Part-IV(Assessment by the Accepting Authority)

1. Do you agree with the remarks of the reporting/reviewing authority?

Yes	No
-----	----

2. In case of difference of opinion details and reasons for the same may be given.

This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf of a book. The paper has a slightly textured appearance with some faint smudges and a small dark speck near the bottom center. The page is framed by a dark border, possibly the book's cover or binding.

### Reference Table for Grading

Grading	Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
Marks	>80.0	>60.0 upto 80.0	>40.0 upto 60.0	>20.0 upto 40.0	< 20.0

3. Overall Grade & Marks (On a score of 1-100)

Grade	Marks

Date: \_\_\_\_\_

Signature of the Accepting Authority



**Annexure A: Training Topics**

<b>S.No.</b>	<b>Training Topics</b>
<b>Technical Topics</b>	
1	Electrical Design of Multi Storied Buildings
2	Road Construction Equipment Technology
3	Heavy Earth movers and their maintenance
4	Energy Efficient Buildings
5	Fire Detection / Fire Hydrant for Buildings
6	Security Aspects of Buildings
7	Building Air Conditioning Automation
<b>Managerial Topics</b>	
8	Public Relations Management
9	Change Management
10	Planning and Budget Management
11	Departmental Procedures and Manuals
<b>Behavioral Topics</b>	
12	Building Positive Attitude
13	Organizational Behavior
14	Employee Motivation and Morale Development
15	Inter- Personal Relationship Skills
16	Inter- personal Communication Skills
<b>Information Technology Topics</b>	
17	MS office (Excel, Word, Power Point, email communication)
18	MS Project
19	e-procurement and e- payment
20	Utility Software PWIMS, FMIS, RAMMS, MIS

